

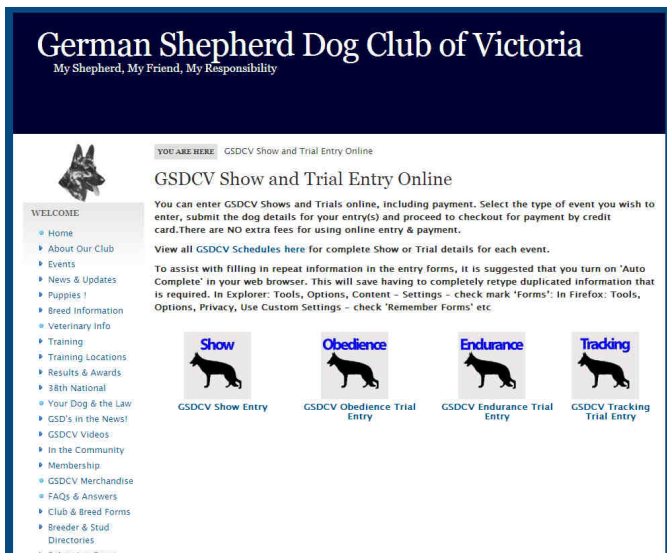
# A Brief Guide to Entering GSDCV Shows and Trials Online

[www.gsdcv.org.au/online\\_entry](http://www.gsdcv.org.au/online_entry)

The GSDCV have released an **Online Show and Trial Entry** facility to assist exhibitors with entering GSDCV events. You can now enter your dog details online and pay for your entry using credit card. There are no extra fees for this service. The following provides a brief description of the process to follow to assist new users to successfully complete the entry submission and payment process. Please follow the directions on the screen. It is a simple process, but involves several steps. All GSDCV schedules can be viewed at [www.gsdcv.org.au/schedules](http://www.gsdcv.org.au/schedules) for complete Show or Trial details for each event.

## Entering Information

Information you have previously entered cannot be stored for complete retrieval. However, to assist with filling in repeat information in the entry forms, it is suggested that you turn on 'Auto Complete' in your web browser. This will save having to completely retype duplicated information that is required. In Explorer: Tools, Options, Content – Settings – check mark 'Forms': In Firefox: Tools, Options, Privacy, Use Custom Settings – check 'Remember Forms' etc. Type the 1<sup>st</sup> letter and the option should appear, then press enter to accept and move on.



- The **SHOW AND TRAIL ENTRY** menu item opens up a page such as this.
- Select the type of event/discipline you want to enter



The event class options within that discipline are available.

- Select the type of entry, and whether it's an initial or subsequent entry.
- You will return to this same page for multiple entries
- If there are no entry forms visible on this page, this means either:  
(a) entries are not yet open OR  
(b) entries are now CLOSED for this event

**Show Entry (Initial)**

WELCOME

- Home
- About Our Club
- Events
- News & Updates
- Puppies!
- Breed Information
- Veterinary Info
- Training
- Training Locations
- Results & Awards
- 38th National
- Your Dog & the Law
- GSD's in the News!
- GSDCV Videos
- In the Community
- Membership
- GSDCV Merchandise
- FAQs & Answers
- Club & Breed Forms
- Breeder & Stud Directories
- Rehoming Dogs
- "Junior Barkers" Kids Club
- Links
- Contact Us

**ROYAL CANIN**  
KNOWLEDGE AND RESPECT

**Entry**  
initial

SKU: Show 1 \$30.00  
Use this entry form for entering your first (initial) dog in this show. This entry includes the cost of your catalogue and VCA levy. Entry of subsequent dogs should be done by selecting the [Show Entry \(Subsequent entry\)](#) option, and completing each dogs details. Please include Titles, Breed Survey, HD and ED status on entry form.  
If you wish to enter a Baby Puppy class, please use the [Baby Puppy Entry](#) option

When you have entered all dogs (use the Continue Shopping option in the Cart), proceed to checkout for submitting entry and payment by credit card.

Price: \$30.00

**Name of Event Entering:** \*

GSDCV Championship Show

**Date of Show:** \*

30/4/2011

**Breed:** \*

German Shepherd Dog

**Name of Exhibit:** \*

**Date of Birth:** \*

enter as dd/mm/yyyy

**Sex:** \*

**Registered Number:** \*

**Bred By:** \*

**Sire:** \*

**Sire Registered No.:** \*

**Dam:** \*

**Dam Registered No.:** \*

**Name of Registered Owner:** \*

**Postal Address:** \*

**Phone Number:** \*

**Email Address:** \*

**VCA Membership Number:** \*

Enter your Canine Control Membership number

**Breed Class:** \*

**Exhibitors Declaration:** \*

I Agree to the declaration

I hereby apply to enter the forgoing exhibit in terms of an upon the conditions set out in the Association Constitution Rules and Regulations by which I agree to be bound, and I hereby certify to the correctness of the particulars enclosed hereon

[Add to Entry/Shopping Cart](#)

**The entry form opens**

- The form includes all fields required on a hard copy form
- Exhibitors should enter all their details as this is the official entry form
- You must enter information into all fields with a yellow star (compulsory)

- At the bottom of the entry form is the Exhibitor's Declaration.
- Tick the box to agree that all information entered is correct
- Click **ADD to Entry/Shopping Cart** to proceed

**German Shepherd Dog Club of Victoria**  
My Shepherd, My Friend, My Responsibility

YOU ARE HERE: Shopping cart

**Shopping cart**

Show Entry (Initial) added to your shopping cart.

Remove	Products	Qty.	Total
<input type="checkbox"/>	<p>Show Entry (Initial)</p> <ul style="list-style-type: none"> <li>Name of Registered Owner: .</li> <li>Dam Registered No.: .</li> <li>Dam: .</li> <li>Sire Registered No.: .</li> <li>Sire: .</li> <li>Postal Address: .</li> <li>Phone Number: .</li> <li>Exhibitors Declaration: I Agree to the declaration</li> <li>Breed Class: Junior: bitch 4A</li> <li>VCA Membership Number: .</li> <li>Email Address: .</li> <li>Sire: .</li> <li>Bred By: .</li> <li>Date of Show: 30/4/2011</li> <li>Name of Event Entering: GSDCV Championship Show</li> <li>Breed: German Shepherd Dog</li> <li>Name of Exhibit: .</li> <li>Registered Number: .</li> <li>Sex: Bitch</li> <li>Date of Birth: .</li> </ul>	1	\$30.00
			<b>Subtotal: \$30.00</b>

[Continue shopping](#) [Update cart](#) [Checkout](#)

The next screen provides a summary of what you have just entered so you can check

- If this is the only entry, select **CHECKOUT** at the bottom.
- To delete the entry and start again, tick the box on the left hand side, then click **UPDATE Cart**
- To enter another dog, select **CONTINUE SHOPPING** at the bottom left
- When you return to this screen with all dogs entered listed - if that is all your entries, select **CHECKOUT** to proceed to payment

**YOU ARE HERE** Checkout

## Checkout

**WELCOME**

- Home
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- GSDCV Videos
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- GSDCV Merchandise
- FAQs & Answers
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- Breeder & Stud Directories
- Rehoming Dogs
- Junior Barkers' Kids Club
- Links
- Contact Us

**ROYAL CANIN**  
KNOWLEDGE AND RESPECT

**Cart contents**

Qty	Products	Price
1x	Show Entry (initial)	\$30.00

**Customer information**

Enter a valid email address for this order or click here to login with an existing account and return to checkout.

**E-mail address:** \*  
me@mail.com

**Confirm e-mail address:** \*  
me@mail.com

**Delivery information**

Enter your delivery address and information here.

**\*First name:** John

**\*Last name:** Smith

**Company:**

**\*Street address:** 5 House Street

**\*City:** Clayton

**\*Country:** Australia

**\*State/Province:** Victoria

**\*Postal code:** 3789

**\*Phone number:** 45671234

**Billing information**

Enter your billing address and information here.

My billing information is the same as my delivery information.

**\*First name:**

**\*Last name:**

**Company:**

**\*Street address:**

**\*City:**

**\*Country:** Australia

**\*State/Province:** Please select

**\*Postal code:**

**\*Phone number:**

The Checkout screen appears, listing all the details from the previous page

- Enter your email address
- Enter your address (delivery) information for payment

- Enter your email address
- Enter your address (delivery) information for payment

- Tick the **My billing information is the same as my delivery information** box
- The box will truncate

**Billing information**

Enter your billing address and information here.

My billing information is the same as my delivery information.

**Calculate shipping cost**

Postage quotes are generated automatically when you enter your address and may be updated manually with the button below.

[Click to calculate shipping](#)

Show and Trial Entry: \$0.00

Pick up catalogue at event: \$0.00

Delivered via your GSDCV Branch Manager (nominate your branch in the comments section below): \$0.00

Posted to your address: \$20.00

**Payment method:**

Order total preview:

Subtotal:	\$30.00
Show and Trial Entry:	\$0.00
<b>Order total:</b>	<b>\$30.00</b>

**Payment method:** \*  
NAB Hosted Payment Page

Continue with checkout to complete payment.

**Order comments:**

Use this area for special instructions or questions regarding your order.

**Order comments:**

[Cancel](#) [Review order](#)

- Make sure the **Show and Trial Entry \$0.00** option is ticked
- The **payment summary** should show the total cost of all your entries

- If all the information you enter is correct and you want to proceed to pay for your entry, select **REVIEW ORDER**
- Otherwise **Cancel** to return to the previous page


**YOU ARE HERE** Review order

## Review order

Your entry/order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your entry/order if necessary. You must follow ALL screen prompts to complete your payment and entry/order submission, until you are returned to the home page.

**WELCOME**

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- Club & Breed Forms
- Breeder & Stud Directories
- Rehoming Dogs
- 'Junior Barkers' Kids Club
- Links
- Contact Us




Cart contents	
1x Show Entry (Initial)	\$30.00
<ul style="list-style-type: none"> <li>Name of Registered Owner: .</li> <li>Dam Registered No.: .</li> <li>Dam: .</li> <li>Sire Registered No.: .</li> <li>Postal Address: .</li> <li>Phone Number: .</li> <li>Exhibitors Declaration: I Agree to the declaration</li> <li>Breed Class: Junior Bitch 4A</li> <li>VCA Membership Number: .</li> <li>Email Address: .</li> <li>Sire: .</li> <li>Bred By: .</li> <li>Date of Show: 30/4/2011</li> <li>Name of Event Entering: GSDCV Championship Show</li> <li>Breed: German Shepherd Dog</li> <li>Name of Exhibit: .</li> <li>Registered Number: .</li> <li>Sex: Bitch</li> <li>Date of Birth: .</li> </ul>	
<b>Customer information</b>	
E-mail: me@mail.com	
<b>Delivery information</b>	
Address: JOHN SMITH 5 HOUSE STREET CLAYTON VIC 3789	
Phone: 45671234	
<b>Billing information</b>	
Address: JOHN SMITH 5 HOUSE STREET CLAYTON VIC 3789	
Phone: 45671234	
<b>Calculate shipping cost</b>	
Show and Trial Entry:	\$0.00
<b>Payment method</b>	
Subtotal:	\$30.00
Show and Trial Entry:	\$0.00
<b>Total:</b>	<b>\$30.00</b>
Paying by:	Credit card

### Review Order

A summary of all information entered is provided.

- If you are happy this is correct, select **SUBMIT FOR PAYMENT** at the bottom
- Select **BACK** to alter anything



**German Shepherd Dog Club of Victoria Inc.**

Pay To: GSDCV  
ABN: 78395029707  
PO Box 5805  
Wantima South Victoria 3152

Contact: Graeme Jacobs  
Email: treasurer@gsdcv.org.au

[www.gsdcv.org.au](http://www.gsdcv.org.au)

**Entry or Order Information**

Name: John Smith  
5 House Street

City: Clayton  
State: VIC  
Post code: 3789  
Country: AUS  
Email: me@mail.com  
Phone: 45671234

Product	Qty	Unit Price	Price (AUD\$)
Show Entry (Initial), GSDCV Championship Show, 30/4/2011, German Shepherd Dog, Bitch, Junior Bitch 4A, I Agree to the declaration	1.00	30.00	30.00
<b>Total:</b> AUD\$ 30.00			GST added at 10%

Prices include 10% GST

**Credit Card Details**

Card Number:  (eg. 4000123456781234)

CVV Number:  (What is this?)

Card Type:  Expiry:

Name on Card:

Email Address (optional):

Customers please note: While your request is being processed, please be patient and do NOT try to resubmit the request. Processing can take up to 150 seconds.

### Payment Page

A summary of what you are paying for is provided.

- Details of your entry information
- How much your payment total will be

### Enter Credit Card Details

- Complete all your credit card details
- Ensure your email address is correct for receiving your receipt
- If you are happy this is correct, select **AUTHORISE PAYMENT** at the bottom
- If any card details are incorrect select **CLEAR FORM**
- Please wait for a following confirmation screen to appear



**Receipt**

Your payment has been approved  
[Click HERE to complete payment and SUBMIT YOUR ORDER for processing](#)

Payment Reference: 94  
 Receipt Number: 96  
 Bank Authorisation: 884216  
 Date: Friday, 11 March 2011, 06:58 PM EST  
 Amount Received: \$27.00  
 Received by: GSDCV  
 ABN: 78395029707

Email:

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Order Information

Name: John Smith  
 5 House Street

City: Clayton  
 State: VIC  
 Post code: 3789  
 Country: AUS  
 Email: webmaster@gsdvc.org.au  
 Phone: 45671234

Product	Qty	Unit Price	Price (\$)
Show Entry (initial entry)	1.00	27.00	27.00
<b>Total:</b>			<b>\$ 27.00</b>

[Click HERE to complete payment and SUBMIT YOUR ORDER for processing](#)  
 (This page may be printed as a record of the transaction)

**Receipt Page**

This is the final page, and indicates you have entered an approved credit card number for payment

- **IMPORTANT STEP**
  - **Click the blue statement at the top of the page that says**

**“Click here to complete payment and SUBMIT your ENTRY/ORDER for processing”**

- If you do not do this, your payment will NOT be processed by the bank, and you will NOT have paid for your entry(s)
- You can print this page as your receipt, however you will also receive an emailed receipt
- You will then be returned to the GSDCV home page

From: support@transact.nab.com.au  
 To: Poole, Jacinta (GISE, Clayton)  
 CC: [redacted]  
 Subject: Payment Receipt

This online payment was provided by NAB HPP on Friday, 11 March 2011, 06:46 PM EST for GSDCV.

Receipt Number: 96  
 Payment Amount: \$27.00  
 This amount has been transferred from your account  
 Bank Authorisation: 884254  
 Payment Reference: 95  
 Card Holder's Name: mine

**Order Information**

Name: John Smith  
 Street address: 5 House Street  
 Street address2:  
 City: 5 house st  
 State: VIC  
 Post code: 3456  
 Country: AUS  
 Email: [jacinta.poole@csiro.au](mailto:jacinta.poole@csiro.au)  
 Phone: 4445558866

Description	Quantity	SPrice
Show Entry (initial entry)	1	\$27.00
<b>Total:</b>		<b>\$27.00</b>
Surcharge Rate:	0%	
Surcharge Fee:	\$ 0	
Surcharge:	\$ 0	
<b>Total with Surcharge:</b>		<b>\$ 27.00</b>

**Merchant Details:**

Pay to: GSDCV  
 ABN: 78395029707

**Paperwork (emails) you should receive after entering**

Via email, you will receive:

- A Payment Receipt from the NAB bank
- An Entry Summary from the GSDCV
- If you don't receive either or both of these emails you may NOT have completed entry submission and payment.
- For assistance contact the GSDCV [webmaster@gsdvc.org.au](mailto:webmaster@gsdvc.org.au)
- Credit card payments should appear on your account transactions within 24 hrs

GSDCV Inc. My Shepherd, My Friend, My Responsibility.

Thanks for your order, Jacinta!

**Order Summary**

Order # 28  
 Shipping Method: Pickup from GSDCV at National  
 Products Subtotal: \$15.00  
 Pickup from GSDCV at National: \$15.00  
**Total for this Order: \$15.00**

Products on order:  
 1 x Cap: \$15.00  
 \$15.00 GST

Where can I get help with returning my order?  
 For help with this order please email [webmaster@gsdvc.org.au](mailto:webmaster@gsdvc.org.au)

Thanks again for shopping with us.  
**GSDCV Inc.**  
 My Shepherd, My Friend, My Responsibility.

**THANKYOU** for using our online entry facility.  
 We hope you found it simple, helpful and user friendly  
 Regards, GSDCV